



## ***Set Up MMOG.np***

### ***“Supplier perspective”***

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## 1. INTRODUCTORY CHAPTER

### 1.1. Order MMOG.np Licence

To be able to run MMOG.np you must have a software licence.

To order your licence you need to complete an order form on the Odette International website <https://www.odette.org/mmog/information#mmog-licence>

The cost of the licence depends on the number of separate sites in your company for which you need to make an assessment.

### 1.2. Register MMOG.np Account

When you have paid for your licence you will be able to register:

- The name of your MMOG,np account (usually the name of your company).
- The details of your initial Company Administrator (C-Admin)

### 1.3. Obtain and Install Licence Key

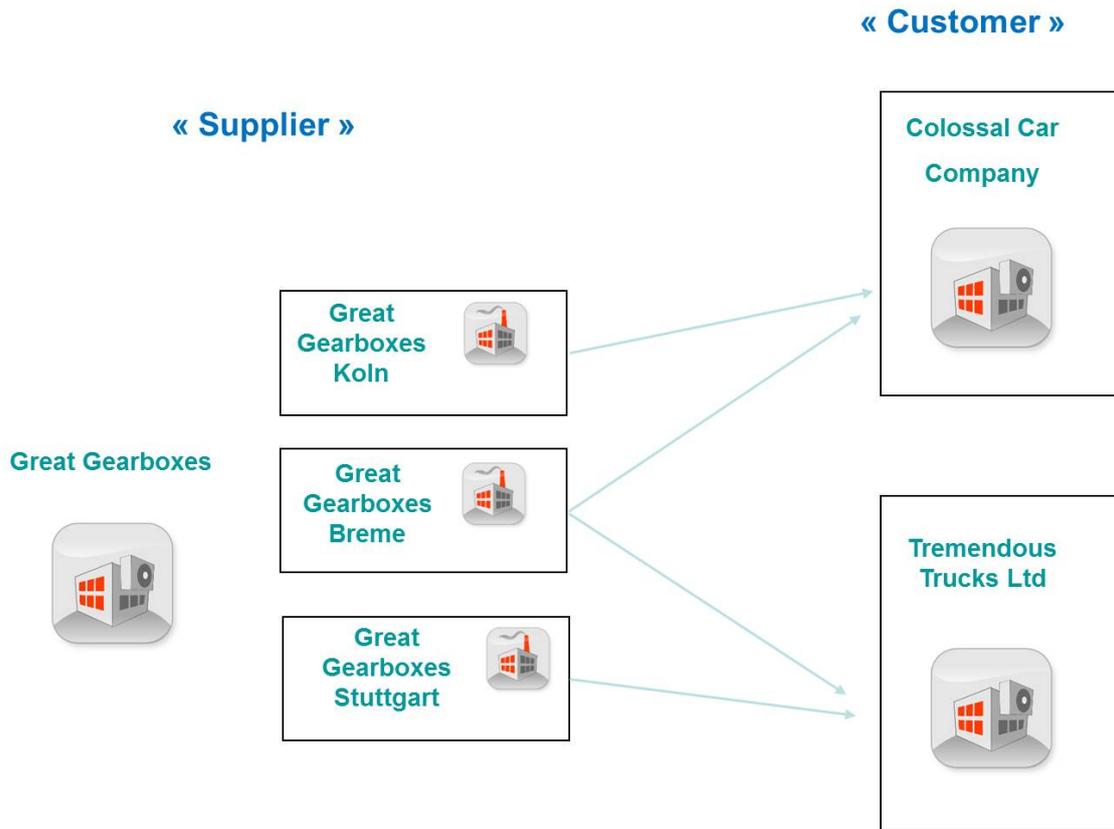
After registering your account, you need to request the key for your licence from Odette and then install it in your account.

### 1.4. Set up Ecosystem

To be able to use the application you need to set up the “ecosystem” for your own company. From the “supplier perspective” the ecosystem is set up as described below:



We have based this User Guide on a use case, where a supplier - Great Gearboxes - has three separate sites which send assessments to customers - Colossal Car Company and Tremendous Trucks (see picture below).

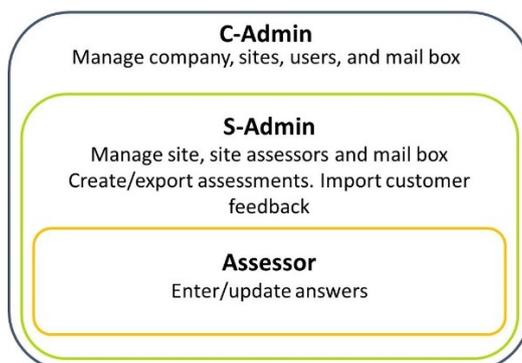


The Great Gearboxes “ecosystem” will be set up as described below.



### 1.5. Set Up Users - Roles and rights

In MMOG.np you can set up 3 user Roles: Company Administrator (C-Admin), Site Administrator (S-Admin) and Assessor. Each Role has specific rights.



The “C-Admin” manages the whole application. The initial user with this role is created during the Registration process (see Registration above). The initial C-Admin can add further users with a C-Admin role, if required

Users with S-Admin and Assessor roles are linked to individual Sites, so you must create at least one Site (see Ecosystem above) before creating users with these roles.

### 1.6. Import Catalogue and Profile

#### **Catalogue**

A catalogue is the list of criteria for an MMOG/LE version. The currently available versions of the MMOG/LE catalogue in MMOG.np are V4 and V5.

You can download the MMOG/LE catalogues V4 and V5 in different languages from the Catalogue libraries maintained by Odette International on its website.

To be able to carry out assessments in MMOG.np, you must install (import) the version(s) of the MMOG/LE catalogue you want to use or are required to use with your customers.

#### **Profile**

A profile is a “filter” applied on the criteria of a catalogue. The default profile for a catalogue is the “FULL” profile. All the MMOG/LE criteria (197 in V4, 187 in V5) are included in this profile.

Applying an alternative profile will reduce the number of criteria to be assessed.

Currently, the only alternative profile is the “BASIC” profile which includes 106 of the full 197 criteria for V4 and 102 of the full 187 criteria for V5. To apply the “BASIC” profile you must import the corresponding Profile file for each version of the catalogue from the Profile libraries maintained by Odette International on its website.

The assessment scoring and the associated charts are calculated and displayed according to the selected profile.

### 1.7. Internal mailbox service

The internal exchange mailbox service can be used to send Assessments and Feedback between partners who are both using MMOG.np and have their own MMOG.np email address.

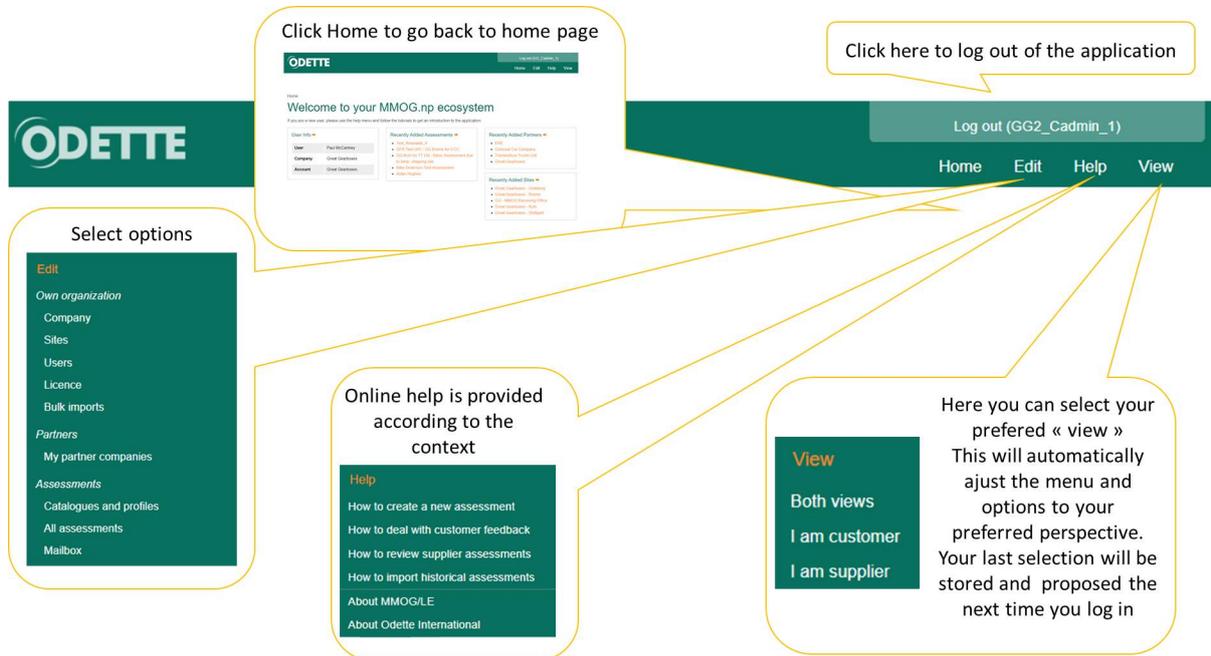
- Your own mailbox address will be automatically set up when you import your licence key
- You will need to obtain the MMOG.np mailbox addresses of your customers and add them to the customer records in your “ecosystem”

**Note:** Not all customers will have the same requirements. You will need to check:

- which version (and profile) of MMOG/LE is required:
  - o V4 (FULL or BASIC)
  - o V5 (FULL or BASIC)
- which type of data exchange is required:
  - o MMOG.np mailbox service
  - o external email
  - o upload to portal
- which file format is required:
  - o XML
  - o Excel (only available with V4)
  - o PDF

### 1.8. Menu

When you are logged in to the application the menu proposes several options to access the various functionalities.



When you are updating an assessment or dealing with catalogues, you will get another option in the menu which allows you to select the language of the current catalogue.



A specific menu is displayed and proposes several options to manage assessments. For more details on the assessment menu, please read the manual “How to manage assessments” available at: <https://odette.org/mmog/resources>

**Assessment**

- ▶ Start assessment
- ◊ Start review
- ☑ Finish assessment
- 📁 Archive assessment
- ⬇️ Download assessment results
- 📊 Scoring summary - FULL
- 📊 Radar charts - FULL
- 📊 Progression chart - FULL
- 📊 Scoring summary - BASIC
- 📊 Radar charts - BASIC
- 📊 Progression chart - BASIC
- ⚙️ Assessment configuration
- 📄 Assessment info
- 🕒 Assessment history

Same functionalities as assessment toolbox

Scoring, radar and progression charts for FULL and BASIC profile

**Assessment header**

**Assessment info**

**Assessment history**

Date	Author	Role	What	Change
12 Jun 19, 18:07	Paul McCartney	Company admin	Status	Completed
12 Jun 19, 18:07	Paul McCartney	Company admin	Status	In progress
12 Jun 19, 18:04	Paul McCartney	Company admin	Criterion	Edited
12 Jun 19, 18:04	Paul McCartney	Company admin	Status	New

## 2. REGISTER MMOG.np ACCOUNT

**Important:**

- When you access the application for the first time, you will register the initial C-Admin role

When you access the Odette MMOG.np application for the first time, you will register your MMOG.np account and the person who will be the initial C-Admin.

The screenshot shows the MMOG.np application interface. At the top, there is a dark green header with the 'ODETTE AIAG' logo on the left and 'Log in', 'Home', and 'Help' links on the right. Below the header, the page title is 'Welcome to MMOG.np'. A paragraph explains that MMOG.np is for managing MMOG/LE Assessments and provides instructions on how to set up an account or obtain a license. The main content area is divided into two sections: 'Company Account Already Registered' and 'Company Account Not Yet Registered'. The 'Already Registered' section has input fields for 'Login' and 'Password', a 'Log in' button, and a 'Forgot login' link. The 'Not Yet Registered' section has a 'Payment Confirmation Code' input field with the value 'AAAA12345' and a 'New account' button. A yellow callout box points to the 'New account' button and contains the text: 'Enter the Payment Confirmation Code you have received within your licence order payment confirmation email and click on New account'.

Register your account and create the initial C-Admin.

Home

## Register company account and administrator

Account

Name: Great Gearboxes

Time zone: (GMT+01:00) Berlin

Company admin

Login: GG\_Cadmin\_1

Password: .....

Password confirmation: .....

First name: Paul

Last name: McCartney

E-Mail: pm@grealgearboxes.com

Telephone: +49 67676 6767

Save

Back

**Account name**  
it is recommended to use the name of your company (or part of your company that this « Ecosystem » will cover)

Select the time zone which will apply to the whole « Ecosystem »

Create login details for Company Administrator

Save

You are now logged in as Company Administrator (C-Admin)

To go any further in the application you need to request the key for your licence

UNLICENSED

ODETTE AIAG

Home

## Welcome to your MMOG.np ecosystem

If you are a new user, please use the help menu and follow the tutorials to get an introduction to the application.

User Info	
User	Paul McCartney
Role	Company admin
Company	
Account	Great Gearboxes 1

No assessment available

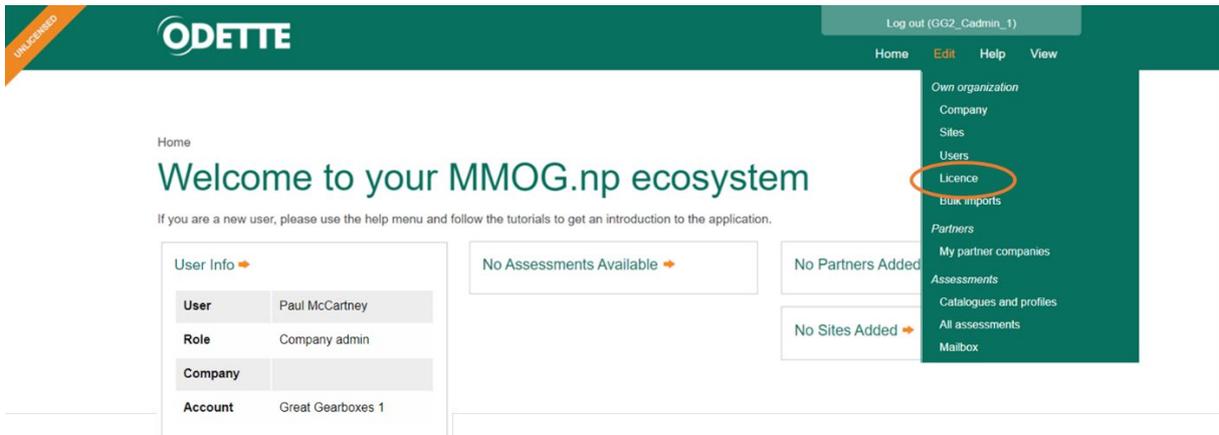
No p

No s

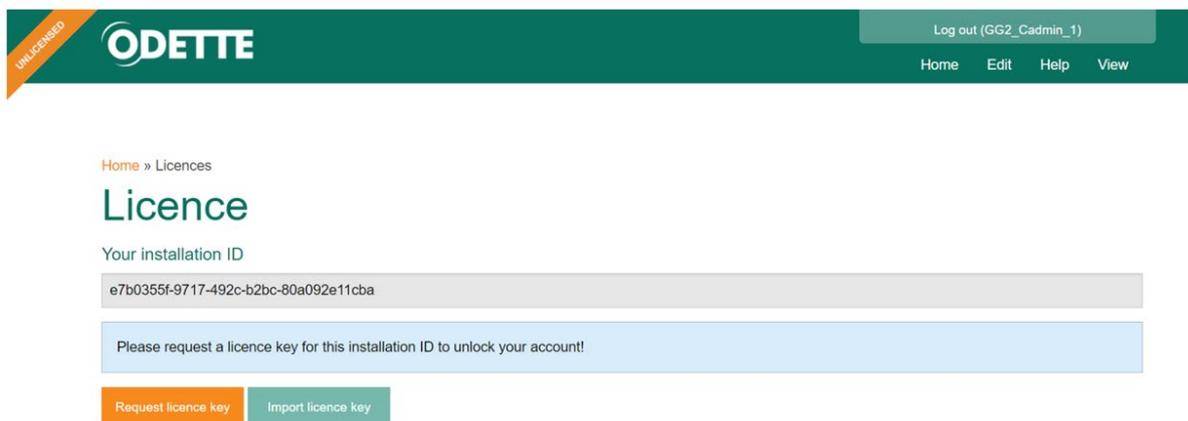
UNLICENSED

### 3. OBTAIN AND INSTALL LICENCE KEY

Click on Licence in the Edit menu

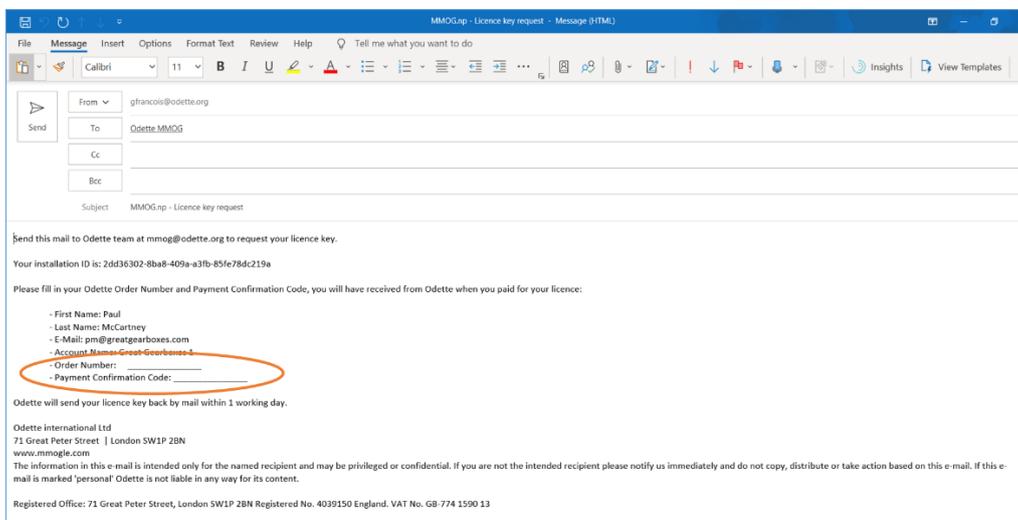


Request licence key.



A draft email should be created in your email system. You just need to add:

- Licence Order Number
- Licence Order Payment Confirmation Code

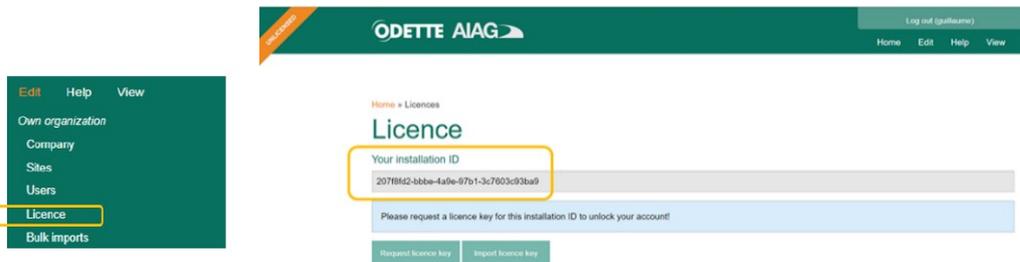


and send the email to Odette. Your licence key should be sent to you within 24 hours.

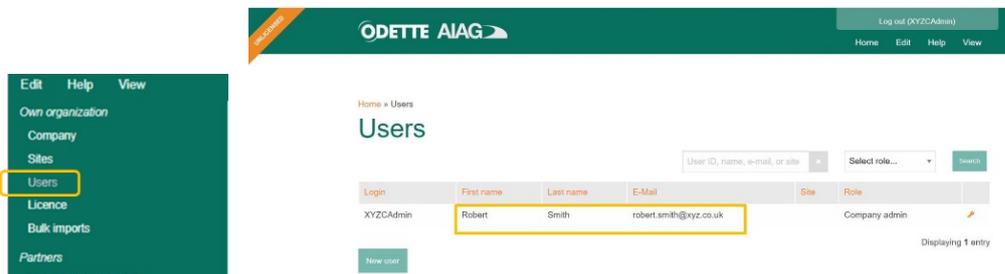
**⚠** If the 'Request licence key' button does not open an email template on your computer, please copy the text shown below into a new email, complete the details and send to [mmog@odette.org](mailto:mmog@odette.org) with the subject line: MMOG.np - Licence key request

- Installation ID:
- User First Name:
- User Last Name:
- User E-Mail:
- MMOG.np Account:
- Odette Order Number:
- Payment Confirmation Code:

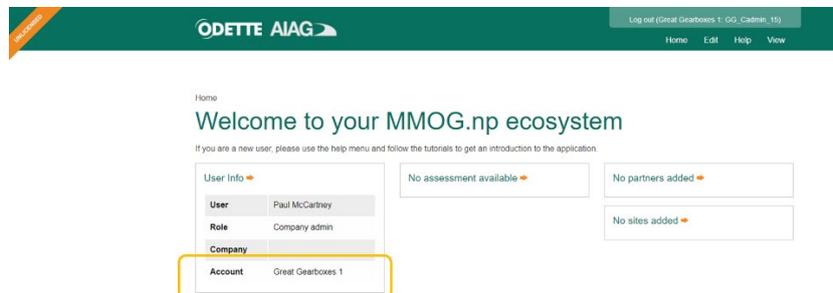
To find the installation ID, select Licence in the Edit Menu. Installation ID is displayed.



Select Users in Edit menu to find first name, last name and email

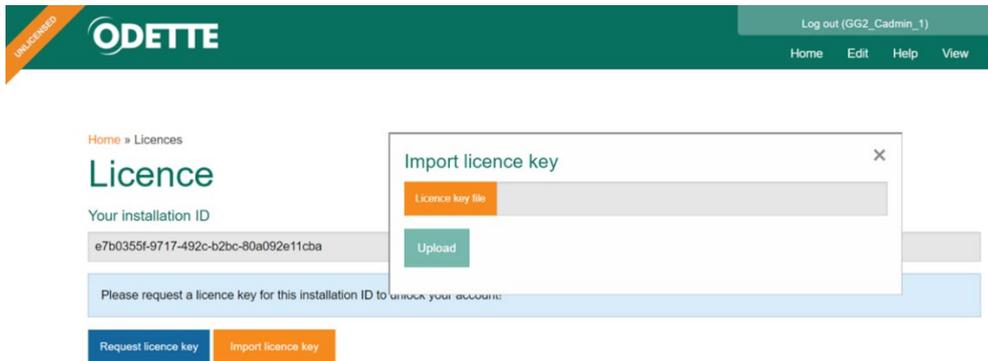


MMOG.np Account is shown on your MMOG.np homepage (see Great Gearboxes example below)

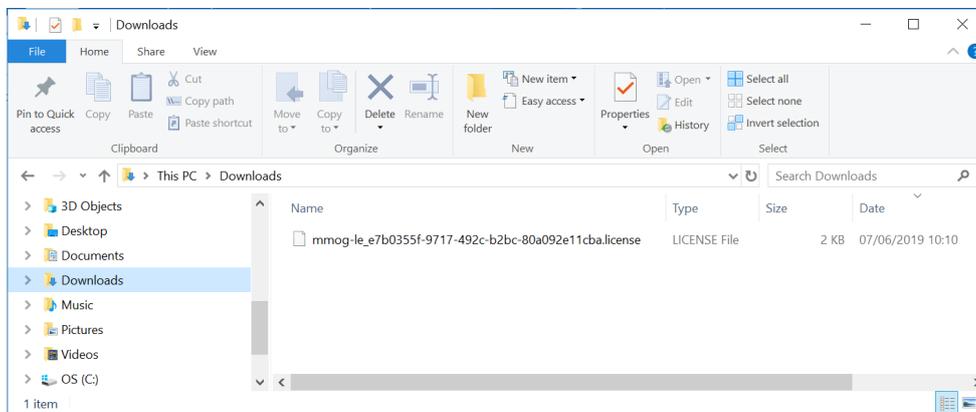


The Odette Order Number & Payment Confirmation Code are found in the Licence Order Confirmation email.

When the licence key file is received from Odette, it must be imported to the application.



From the appropriate folder on your PC, select the licence key file received from Odette



Upload file



You have successfully imported your licence key!

Home » Licences

## Licence

Your installation ID

e7b0355f-9717-492c-b2bc-80a092e11cba

Licence information

Catalogue name

MMOG/LE

Catalogue versions lower than

6

Number of sites

5

Mail

odette-5039@mail.mmogle.com

[Request licence key](#) [Import licence key](#)

Catalogue versions lower than

6

Licence allows you to use Global MMOG/LE versions lower than Version 6

Number of sites

5

Licence allows you to create 5 sites

Mail

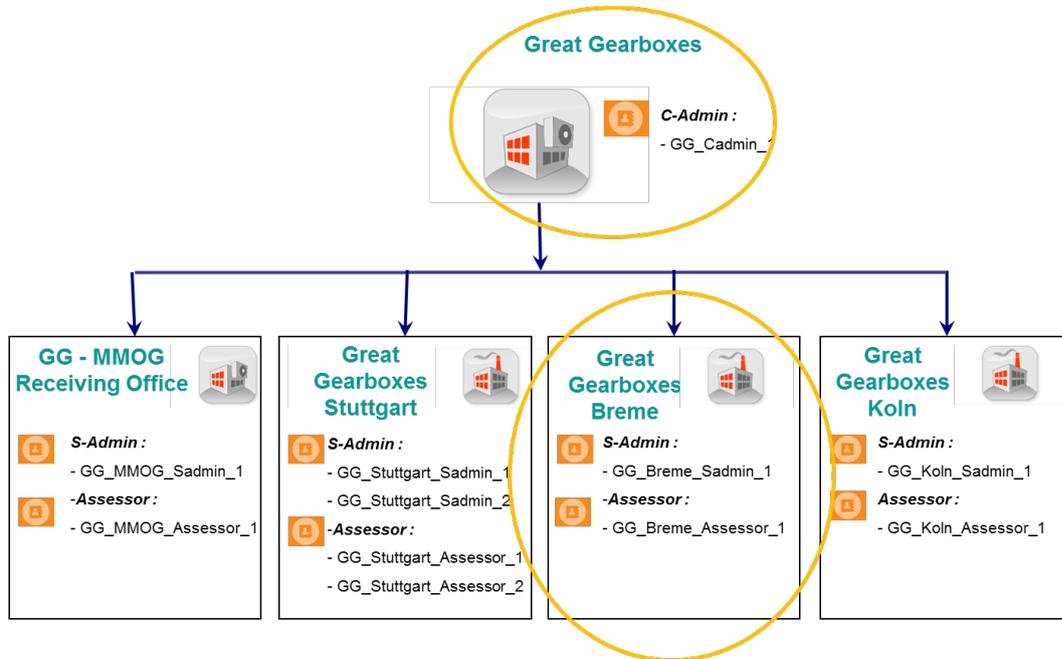
odette-5039@mail.mmogle.com

Your email account for the internal mail box service

#### 4. SET UP YOUR OWN ORGANISATION - COMPANY AND SITES

##### 4.1. Use case

In this example, we will set up “Great Gearboxes” as our own company and “GG - Breme” as one of our sites.



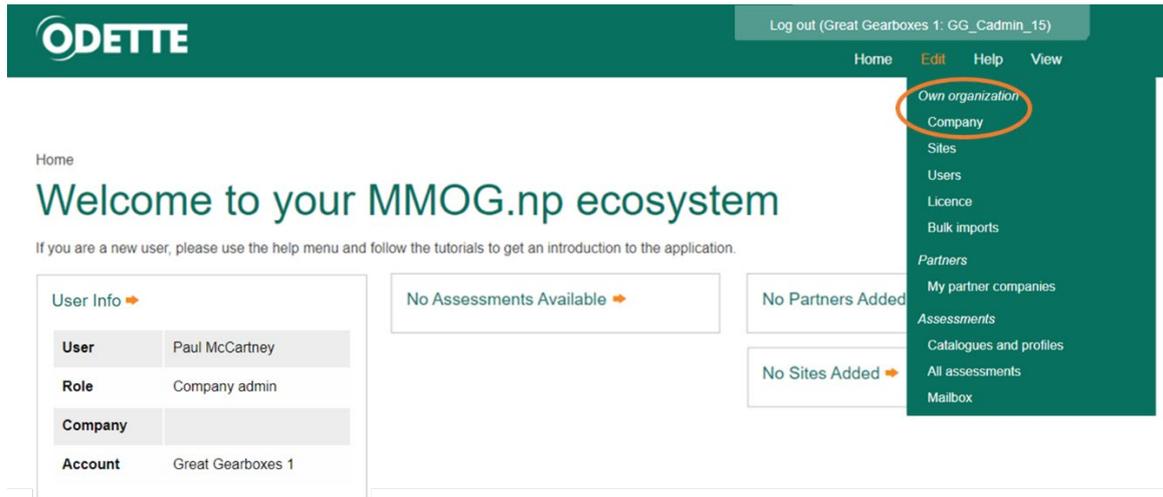
## 4.2. Your Company

### 4.2.1. Create your own Company

**Important:**

- To create your own company, you must be logged in as C-Admin
- You should set the view to "Both views"

To create your own company, select Company in the Edit menu.



The screenshot shows the MMOG.np user interface. At the top, there is a green header with the ODETTE logo on the left and a 'Log out (Great Gearboxes 1: GG\_Cadmin\_15)' button on the right. Below the header, there are navigation links: 'Home', 'Edit', 'Help', and 'View'. The 'Edit' menu is open, showing a list of options: 'Own organization', 'Company', 'Sites', 'Users', 'Licence', 'Bulk imports', 'Partners', 'My partner companies', 'Assessments', 'Catalogues and profiles', 'All assessments', and 'Mailbox'. The 'Company' option is circled in red. Below the header, the main content area displays 'Home' and 'Welcome to your MMOG.np ecosystem'. A message below the welcome text reads: 'If you are a new user, please use the help menu and follow the tutorials to get an introduction to the application.' There are three summary cards: 'User Info' (showing User: Paul McCartney, Role: Company admin, Company, and Account: Great Gearboxes 1), 'No Assessments Available', and 'No Partners Added'. A fourth card, 'No Sites Added', is partially visible.

Complete the fields and save.

[Home](#) » [Companies](#) » [New](#)

## New company (partner or own company)

Form fields and annotations:

- Name: Great Gearboxes
- Role: Own organization (circled in orange)
- Contact name: Benny Kravitz
- Role « Own organization » is selected by default (yellow callout box)
- Mailbox address: (disabled)
- Address:
  - Line 1: Chausseestrasse 30
  - Line 2: (empty)
  - Post code: (empty)
  - City: (empty)
  - State: (empty)
  - Country: Germany
- Workflow policy: Standard
- Buttons: Save, Back

Because « Own organization » is selected, Mailbox address cannot be entered. It is part of your licence key and will be displayed after saving your company details

You have now created your own company and can view [Great Gearboxes](#) or edit  the record.

Home » Companies

## Companies

Advanced Search

Name	Role	Assessment Mailbox	Workflow policy	Address
Great Gearboxes	Own organization	odette-5039@mail.mmogle.com	Individual	Chausseestrasse 30, 10115, Berlin, DE

Home » Companies » Great Gearboxes

### Great Gearboxes

Chausseestrasse 30, 10115, Berlin, DE

Contact name	Lenny Kravitz
E-Mail	lk@greatgearboxes.com
Telephone	5639 56566
Assessment Mailbox	odette-5039@mail.mmogle.com
Workflow policy	Individual

Home » Companies » Great Gearboxes

### Edit company

Name: Great Gearboxes

Role: Own organization

Contact name: Lenny Kravitz

E-Mail: lk@greatgearboxes.com

Telephone: 5639 56566

Assessment Mailbox: odette-5039@mail.mmogle.com

Address:

Line 1: Chausseestrasse 30

Line 2: 10115

Postcode: 10115

City: Berlin

State: Germany

Country: Germany

Workflow policy: Individual

#### 4.2.2. Update company workflow policy “Standard mode” or “Collaborative mode”

The workflow policy controls Supplier updates and Customer reviews. There are 2 options: Standard mode and Collaborative mode.

Home » Companies » Great Gearboxes

## Edit company

Name	Great Gearboxes
Role	Own organization
Contact name	Lenny Kravitz
E-Mail	lk@greatgearboxes.com
Telephone	5656 56566
Mailbox address	odette-5039@mail.mmogle.com

### Address

Line 1	Chausseestrasse 30
Line 2	
Post code	10115
City	Berlin
State	
Country	Germany

Workflow policy	Standard
-----------------	----------

Save

Show | Back

**Standard Mode:** Standard mode does not allow the supplier to change the responses given by customers. This is the best practice to manage MMOG/LE self-assessment.

By default, the workflow policy is set to “Standard”.

**Collaborative Mode:** Collaborative mode allows the supplier to change the responses given by customers.

This should be used in collaboration with your customer during a common review or audit. Once the customer response has been updated, don’t forget to send back the updated assessment to your customer using the mailbox service or as an XML file (see User Guide: MANAGING ASSESSMENTS – “Supplier perspective”) to ensure that both you and your customer have the same version of the assessment.

You can switch the workflow policy at any time.

**Please note:** You can also set up the workflow policy at the individual customer level.

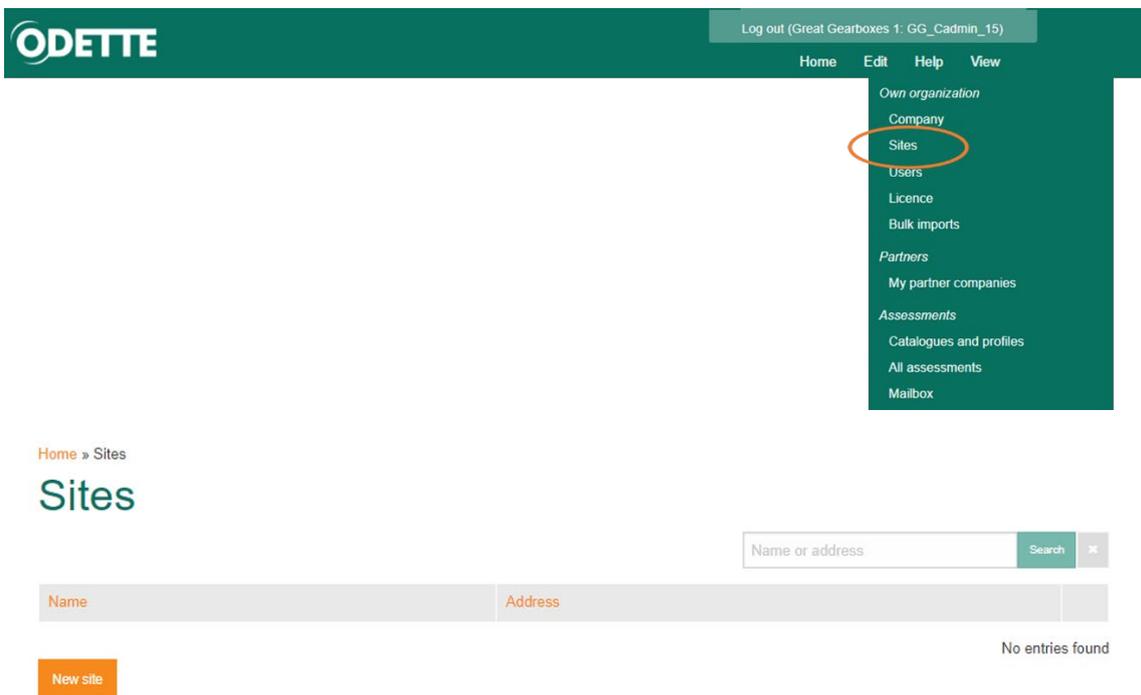
### 4.3. Sites

**Important:**

- You must create at least one site for your company
- To create a site you must be logged-in as a C-Admin
- You can create sites manually (one by one) or use the “Bulk imports” option
- The “Bulk import” option should be considered only if you have more than 10 sites otherwise it is more efficient to create them manually

#### 4.3.1. Create sites manually

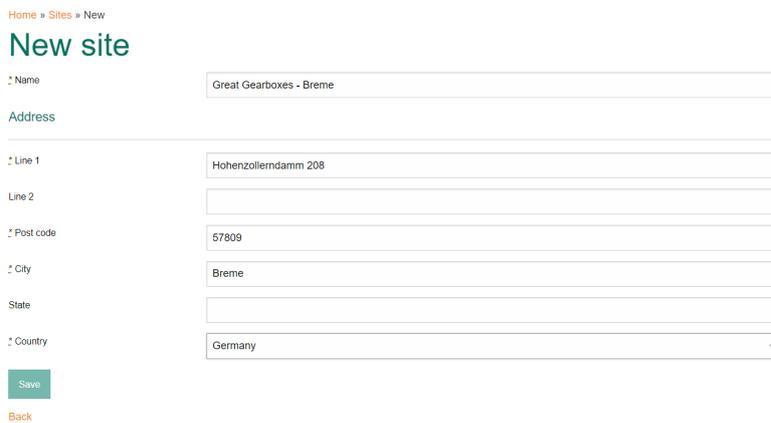
To create your Sites, select Sites in the Edit menu.



The screenshot shows the ODETTE user interface. At the top, there is a dark green header with the ODETTE logo on the left and a 'Log out (Great Gearboxes 1: GG\_Cadmin\_15)' button on the right. Below the header is a navigation menu with 'Home', 'Edit', 'Help', and 'View' options. The 'Edit' menu is open, showing a list of options: 'Own organization', 'Company', 'Sites' (circled in red), 'Users', 'Licence', 'Bulk imports', 'Partners', 'My partner companies', 'Assessments', 'Catalogues and profiles', 'All assessments', and 'Mailbox'. Below the header, the breadcrumb 'Home » Sites' is visible, followed by the 'Sites' title. A search bar with the placeholder 'Name or address' and a 'Search' button is present. Below the search bar is a table with two columns: 'Name' and 'Address'. The table is currently empty, and a 'No entries found' message is displayed at the bottom right. A 'New site' button is located at the bottom left of the table area.

Click on New site

Enter the Site details and Save.



The screenshot shows the 'New site' form in the ODETTE user interface. The breadcrumb 'Home » Sites » New' is visible at the top. The form title is 'New site'. The form contains several input fields: 'Name' (with the value 'Great Gearboxes - Breme'), 'Address' (with the value 'Hohenzollerndamm 208'), 'Line 1' (with the value 'Hohenzollerndamm 208'), 'Line 2' (empty), 'Post code' (with the value '57809'), 'City' (with the value 'Breme'), 'State' (empty), and 'Country' (with the value 'Germany'). A 'Save' button is located at the bottom left of the form, and a 'Back' link is located below it.

You have now created a site. You can view **Great Gearboxes - Breme**, edit  or delete  the record.

**Note:** At this stage you can delete a site  because you have not yet created any assessments for the site. As soon as you have created an assessment for the site, the site can no longer be deleted.

Depending on your licence, you may be able to create other sites for your company, as required.

The screenshot shows the 'Sites' management page. At the top, there is a search bar and a table with the following data:

Title	Address	
Great Gearboxes - Breme	Hohenzollerndamm 208, 57809, Breme, DE	 

Below the table is a 'New site' button. Three callouts point to specific parts of the interface:

- New site:** A form for creating a new site with fields for Title, Address, Line 1, Line 2, Zip code, City, State, and Country.
- Great Gearboxes - Breme:** A view of the selected site showing its details and a 'Users' table.
- Edit site:** A form for editing the selected site's details, including Title, Address, Line 1, Line 2, Zip code, City, State, and Country.

Create other sites if required.

The screenshot shows the 'Sites' management page with a search bar and a table containing four entries:

Title	Address	
GG - MMOG Receiving Office	Am Juliusturm 14, 13599, Berlin, DE	 
Great Gearboxes - Breme	Hohenzollerndamm 208, 57809, Breme, DE	 
Great Gearboxes - Koln	UhlandstrASSE 57, 30678, Koln, DE	 
Great Gearboxes - Stuttgart	Scheringstrasse 2, 20715, Stuttgart, DE	 

At the bottom left is a 'New site' button. At the bottom right, it says 'Displaying all 4 entries'.

### 4.3.2. Create sites using the “Bulk imports” option

You can create sites for your company by using the “Bulk imports” option.

MMOG.np requires UTF-8 encoded plain text files to import data (csv files).

How to create csv files?

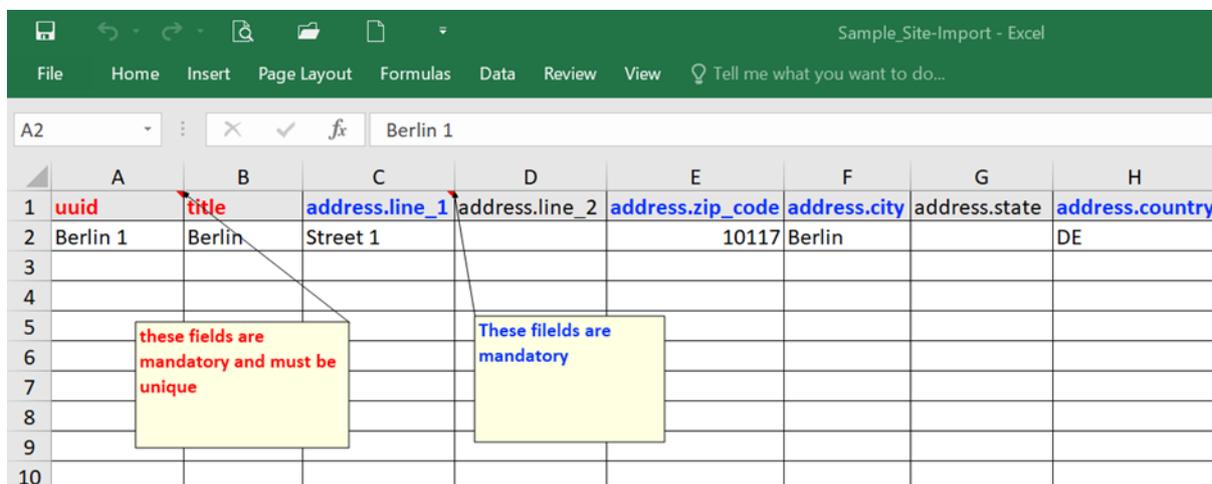
There are several ways to create csv files

- export data from other systems (e.g. CRM database or other databases)
- export from Excel
- manually by using a plain text editor

Here we describe how you can create a csv file based on the Excel template provided by Odette.

Download Odette Excel template: <https://odette.org/mmog/resources>

Open the template.



	A	B	C	D	E	F	G	H
1	uuid	title	address.line_1	address.line_2	address.zip_code	address.city	address.state	address.country
2	Berlin 1	Berlin	Street 1		10117	Berlin		DE
3								
4								
5								
6								
7								
8								
9								
10								

Please note:

- The template has to include a header line as defined in the sample-files **UUID\***, **title**, **address.line\_1**, **address.line\_2**, **address.zip\_code**, **address.city**, **address.state**, **address.country** (ISO 3166-1).

\*The UUID term is incorrect: All that is required is a unique ID (UID) for the site within your own organisation.

- The validation of fields is implemented according to the validation within MMOG.np e.g. mandatory fields, unique fields

- All entries must be correct for the import to be successful

- The application shows any import problems to be solved when importing files

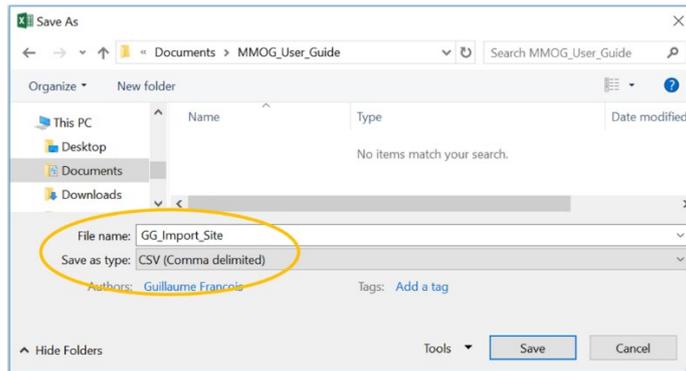
- When the same UID is used several times in a file:

- if it is imported for the first time, a "duplicate UID error" will be triggered
- if the UID is already in the database, the last record in the list will be the one that is taken into account.

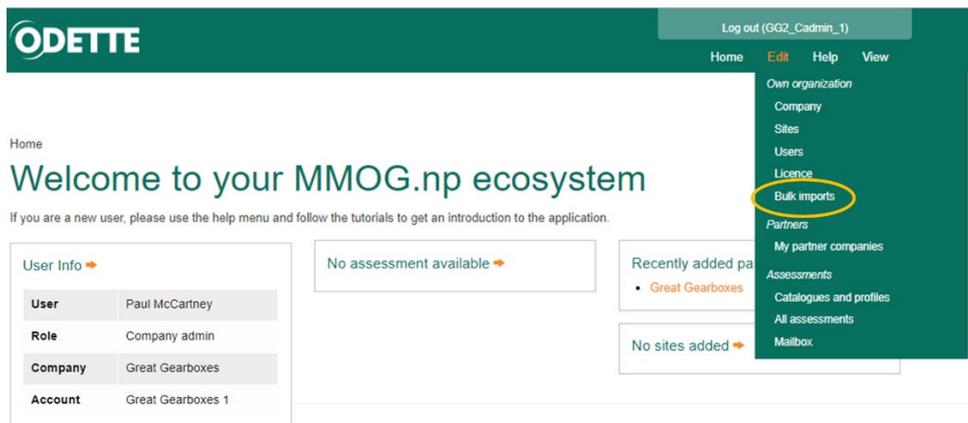
Populate the Excel template with data:

	A	B	C	D	E	F	G	H
1	uuid	title	address.line_1	address.line_2	address.zip_code	address.city	address.state	address.country
2	GG1	Great Gearboxes - Stuttgart	Scheringstrasse 2		20715	Stuttgart		DE
3	GG2	Great Gearboxes - Koln	UhlandstrASSE 57		30678	Koln		DE
4	GG3	GG - MMOG Receiving Office	Am Juliusturm 14		13599	Berlin		DE
5	GG4	Great Gearboxes - Breme	Hohenzollerndamm 208		57809	Breme		DE

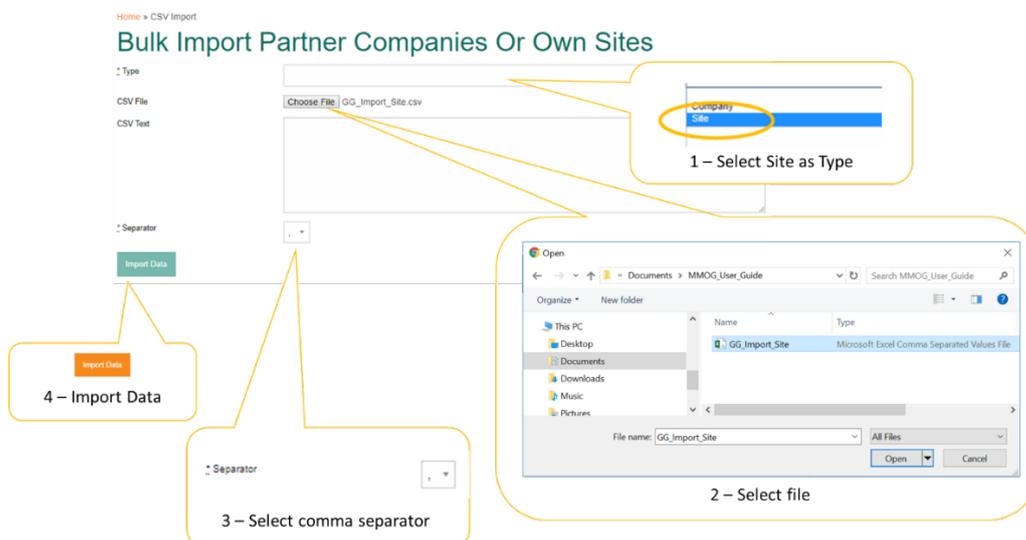
Using Excel we suggest to use "save as ..." and choose "comma separated values (csv)".



Once you have your csv file, select "Bulk imports" in the Edit menu.



Import Data.



You have imported new sites.

csv file you have imported. You can edit data directly in this box if you get some errors when importing

Imported data

#	uid	title	address_line_1	address_line_2	address.zip_code	address.city	address.state	address.country
1	GG1	Great Gearboxes - Stuttgart	Scheringstrasse 2		20715	Stuttgart		DE
2	GG2	Great Gearboxes - Koln	UhlandstrAsse 57		30678	Koln		DE
3	GG3	GG - MMOG Receiving Office	Am Juliiusturm 14		13599	Berlin		DE
4	GG4	Great Gearboxes - Brene	Hohenzollerndamm 208		57809	Brene		DE

You can see that sites have been created, by selecting Sites in the Edit menu

Home » Sites

## Sites

Title or address  Search

Title	Address
GG - MMOG Receiving Office (UUID: GG3)	Am Juliiusturm 14, 13599, Berlin, DE
Great Gearboxes - Brene (UUID: GG4)	Hohenzollerndamm 208, 57809, Brene , DE
Great Gearboxes - Koln (UUID: GG2)	UhlandstrAsse 57, 30678, Koln, DE
Great Gearboxes - Stuttgart (UUID: GG1)	Scheringstrasse 2, 20715, Stuttgart, DE

Displaying all 4 entries

Please note:

- There are several csv formats but not all of them generate the right data format.
- csv stands for "comma separated values" but Excel exports often use semicolon as the field separator. This is because in Europe the comma is often used as the decimal separator (e.g. 10,45).
- You can choose the field separator within the application (; or ,)
- If MMOG.np shows an error like "Unexpected text encoding error: "\xEF" from ASCII-8BIT to UTF-8" please choose another export in Excel.

## 5. SET UP CUSTOMERS

### Important:

- To create a customer, you must be logged in as a C-Admin
- We recommend selecting “I am supplier” (supplier perspective) as the default view
- You can create customers manually (one by one) or use the “Bulk imports” option
- The “Bulk import” option should be considered only if you have more than 10 customers otherwise it is more efficient to create them manually

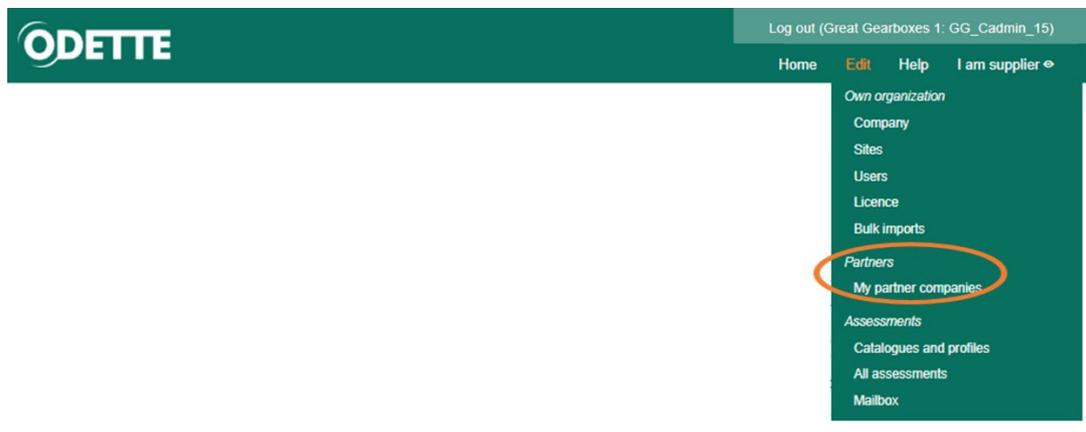
### 5.1. Create customers manually

In this example we will set up “Colossal Car Company” as a customer for “Great Gearboxes”.

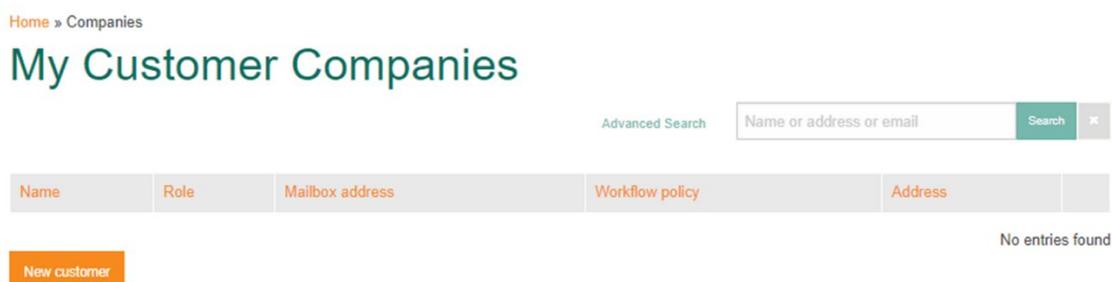
Select “I am supplier” (supplier perspective) as the default View



To create a customer, select “My partner companies” in the Edit menu.



Click on New customer



Enter the customer details and Save.

Role: **“Customer”** should be the default proposal.

**Role:** Customer

Customer is the default Role because supplier perspective is selected

**Mailbox address:** odette-5040@mail.mmogle.com

If your Customer is using the integrated mailbox service, please enter the Mailbox address provided by your customer.

**Workflow policy:** Standard

By default the workflow policy is Standard. You can change workflow policy to Collaborative according to the requirements of your customer

**Please note:** Mailbox format for the internal mailbox service is [odette-XXXX@mail2.mmogle.com](mailto:odette-XXXX@mail2.mmogle.com), any other email format will be rejected, and the following error message will be displayed.

Mailbox address

mmog@ccc.com

Bad email format

You have now created a “Customer”. You can view, edit or delete the record.

Home » Companies

## My Customer Companies

Advanced Search

Name	Role	Mailbox address	Workflow policy	Address	
Colossal Car Company	Customer	odette-5040@mail.mmogle.com	Standard	71 Great Peter Street, SW1 2BN, London, GB	

Displaying 1 entry

**Note:** At this stage you can delete a customer because as a supplier you have not yet created any assessments for your customers. Once you have created an assessment for a customer, the customer can no longer be deleted.

You can create as many customers as required.

[Home](#) » Companies

# My Customer Companies

Advanced Search

Name	Role	Mailbox address	Workflow policy	Address	
<a href="#">Colossal Car Company</a> (UUID: c2)	Customer	odette-5036@mail.mmogle.com	Standard	71 Great Peter Steet, SW1P 2BN, London , GB	
<a href="#">Tremendous Trucks Ltd</a> (UUID: c1)	Customer		Standard	Storgatan 19, SE-100, Stockholm , SE	

Displaying all 2 entries

[New customer](#)

## 5.2. Create customers using the “Bulk imports” option

You can create customers by using the “Bulk imports” option.

MMOG.np requires UTF-8 encoded plain text files to import data (csv files).

How to create csv files?

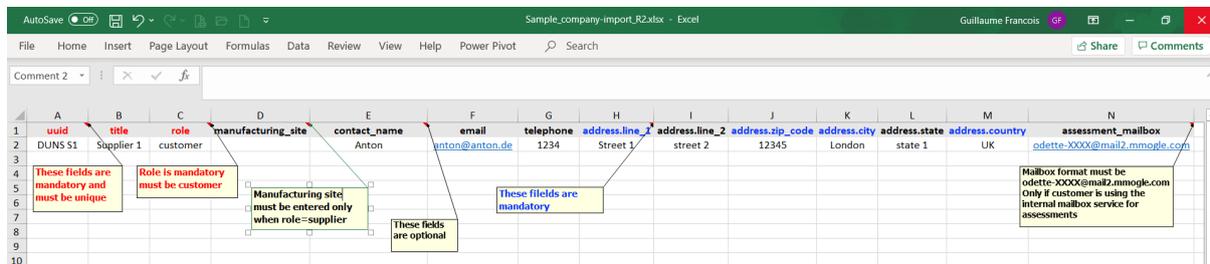
There are several ways to create csv files

- export data from other systems (e.g. CRM database or other databases)
- export from Excel
- manually by using a plain text editor

We describe here how you can create a csv file based on the Excel template provided by Odette.

Download Odette Excel template: <https://odette.org/mmog/resources>.

Open the template.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	uuid	title	role	manufacturing_site	contact_name	email	telephone	address.line_1	address.line_2	address.zip_code	address.city	address.state	address.country	assessment_mailbox
1	DUNS S1	Supplier 1	customer		Anton	anton@anton.de	1234	Street 1	street 2	12345	London	state 1	UK	odette-XXXX@mail2.mmogle.com
2														
3														
4														
5														
6														
7														
8														
9														
10														

Please note:

- The template must include a header line as defined in the sample-files **UUID\***, **title**, **role**, **manufacturing\_site**, **contact\_name**, **email**, **telephone**, **address.line\_1**, **address.line\_2**, **address.zip\_code**, **address.city**, **address.state**, **address.country**(ISO 3166-1), and **assessment mailbox**.

\*The UUID term is incorrect: All that is required is a unique ID (UID) for the customer within your company.

- The role must be **customer**

- The validation of fields is implemented according to the validation within MMOG.np e.g. mandatory fields, unique fields

- All entries must be correct for the import to be successful

- The application shows existing import problems to be solved when importing files

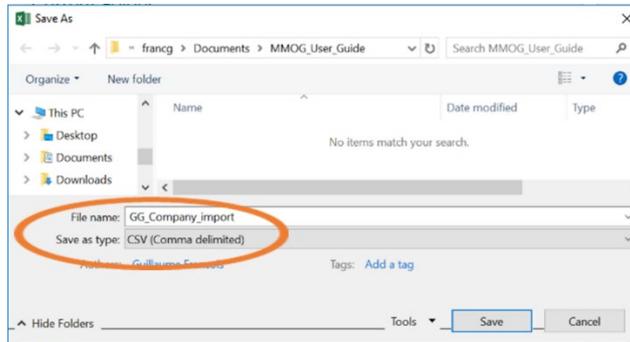
- When the same UID is used several times in a file:

- if the UID is not already in the database, a "duplicate UID error" will be triggered
- if the UID is already in the database, the existing record will be updated by each instance of the same UID in the import and the final instance will be the one that counts.

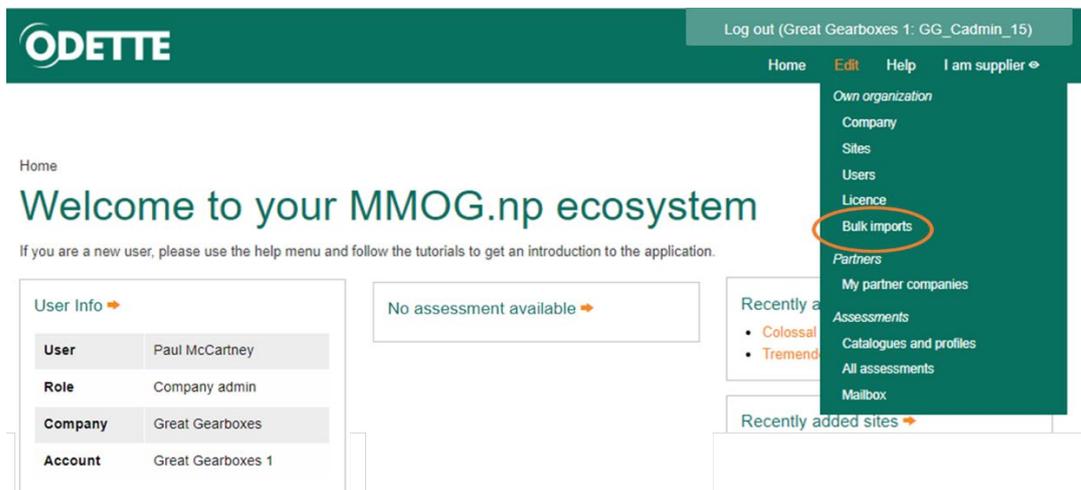
Populate the Excel template with data:

uuid	title	role	manufacturing_site	shipping_site	contact_name	email	telephone	address.line_1	address.line_2	address.zip_code	address.city	address.state	address.country
C1	Tremendous Trucks Ltd	customer			Bon Scott	bs@tt.com	44 8989 8989	Storgatan 19	Plan 4	SE-100	Stockholm		SE
C2	Colossal Car Company	customer			Liam Gallagher	lg@ccc.com	71	Great Peter Steet		SW1P 2BN	London		GB

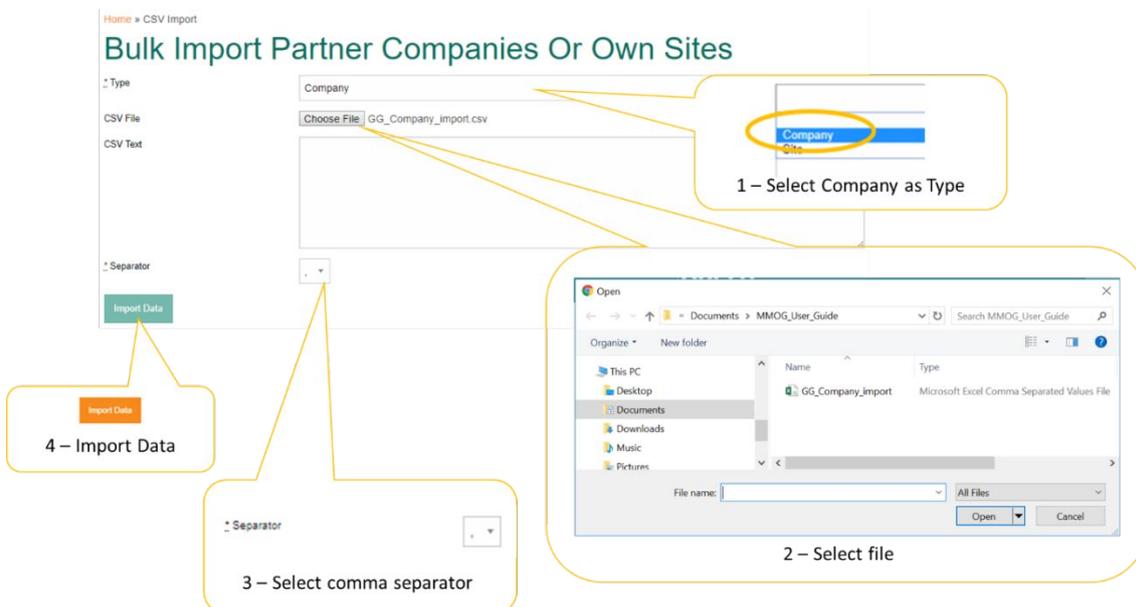
Using Excel we suggest to use "save as ..." and choose "comma separated values (csv)".



Once you have your csv file, select Bulk imports in the Edit menu.



Import Data.



You have imported new customers.

Csv file you have imported. You can edit data directly in this box if you get some errors when importing

Imported data

#	uid	title	role	manufacturing_site	shipping_site	contact_name	email	telephone	address_line_1	address_line_2
1	C1	Tremendous Trucks Ltd	customer			Bon Scott	bs@tt.com		Storgatan 19	Plan 4
2	C2	Colossal Car Company	customer			Liam Gallagher	lg@ccc.com	44 8989 8989	71 Great Peter Steet	

You can see that customers have been created, by selecting “My partner companies” in the View menu

Home » Companies

## My Customer Companies

Advanced Search  Search

Name	Role	Mailbox address	Workflow policy	Address
Colossal Car Company (UUID: C2)	Customer	odette-5152@mail2.mmogle.com	Standard	71 Great Peter Steet, SW1P 2BN, London , GB
Tremendous Trucks Ltd (UUID: C1)	Customer	odette-5153@mail2.mmogle.com	Standard	Storgatan 19, SE-100, Stockholm , SE

Displaying all 2 entries

New customer

Please note:

- There are several CSV formats but not all of them generate the right data format.
- CSV stands for "comma separated values" but Excel exports often use semicolon as the field separator. This is because in Europe the comma is often used as the decimal separator (e.g. 10,45).
- You can choose the field separator within the application (; or ,)
- If MMOG.np shows an error like "Unexpected text encoding error: "\xEF" from ASCII-8BIT to UTF-8" please choose another export in Excel.

## 6. SET UP USERS

### 6.1. Creating another C-Admin

#### Important:

- You created an initial C-Admin when you registered your “account” (see above)
- To create another C-Admin, you must be logged in as the initial C-Admin
- Once created, a C-Admin record cannot be updated or deleted by another C-Admin.
- If you have more than one C-Admin it is important to set up an internal process to be able to update the C-Admin profiles if needed.

To create another C-Admin (if required), select Users in the Edit menu



Click on New user.



Enter the details for the second C-Admin. You will need to create an initial password for this user.

Home » Users » New

## New user

Login: GG\_Cadmin\_2  
 Password: .....  
 Password confirmation: .....  
 First name: Stewart  
 Last name: Copeland  
 E-Mail: sc@greatgearboxes.com  
 Telephone: +49 768 686  
 Role: C-Admin  
 Active:

The sites selection drop box is not displayed when selecting C-Admin Role.

By default user status is active.

Click 'Save'

Home » Users

## Users

Login	First name	Last name	E-Mail	Site	Role	
GG_Cadmin_2	Stewart	Copeland	sc@greatgearboxes.com		C-Admin	
GG_Cadmin_1	Paul	McCartney	pm@greatgearboxes.com		C-Admin	

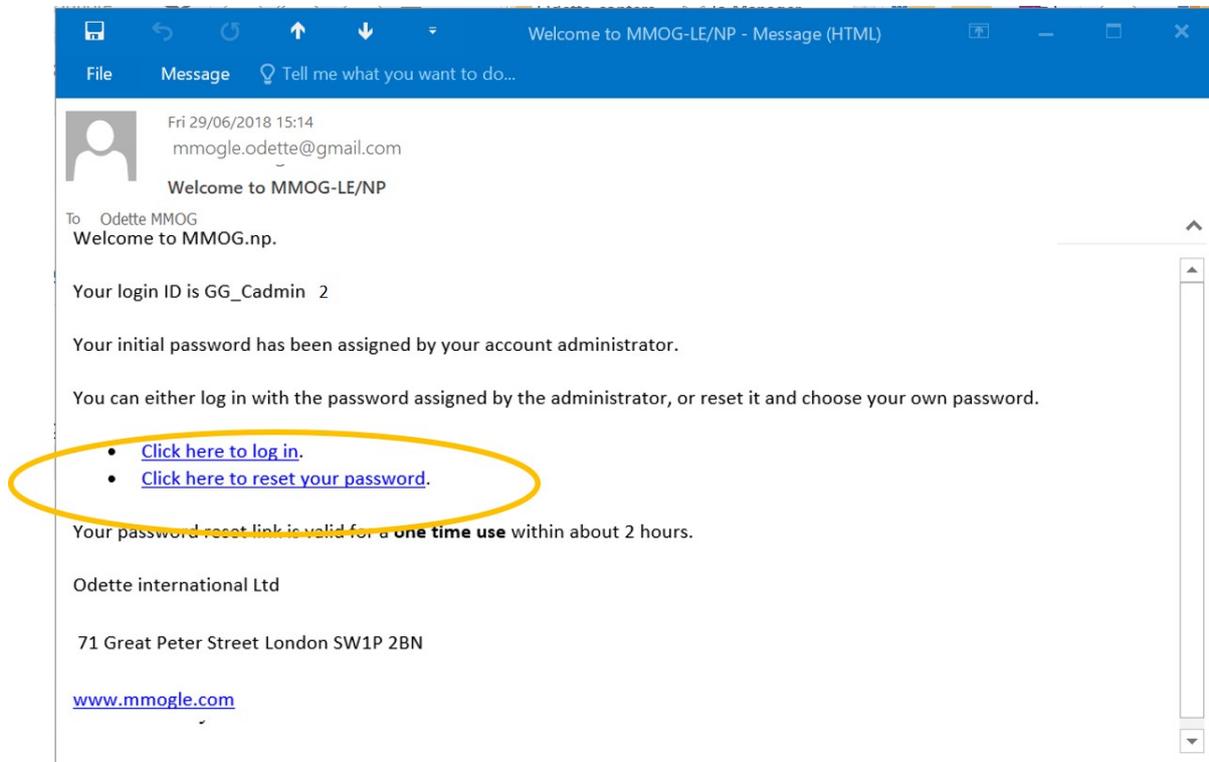
Displaying all 2 entries

You have now created another C-Admin.

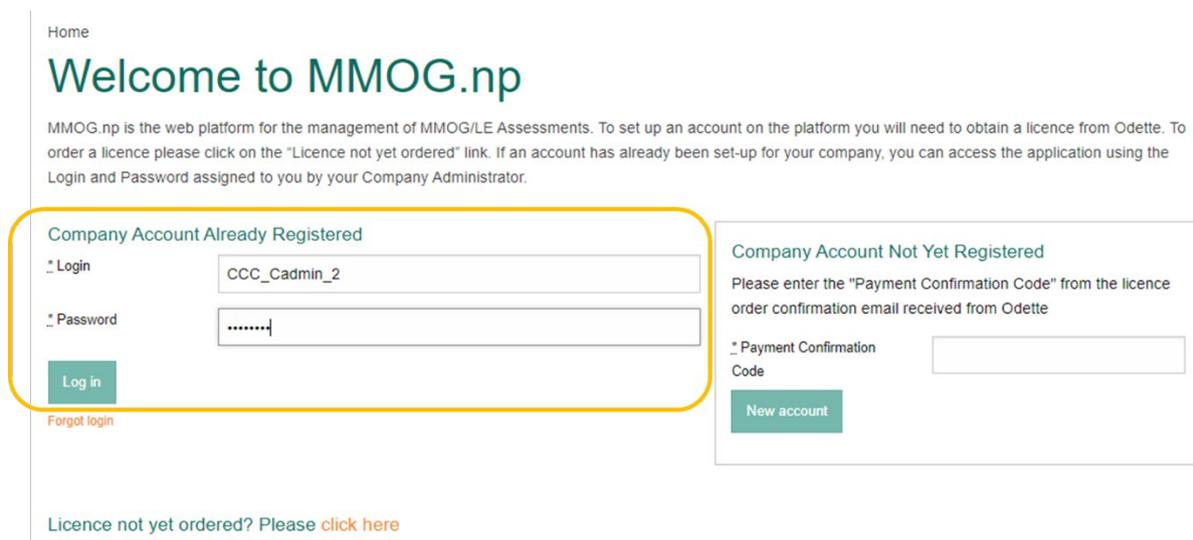
## 6.2. User management – Login and password reset

Once you have created a new user C-Admin2 (Stewart Copeland), he will receive a mail.

The user has 2 options:



**Option A: "Click here to log in"** : The new user can log in using the Login ID and Password assigned (and communicated to him) by the initial C-Admin..



**Option B: "Click here to reset your password"** : The user can reset his password using the Login ID given to him by the initial C-Admin.

Home » Password Change

## Password Change

Password

Password confirmation

[Change Password](#)

Then the user is logged in.

The screenshot shows the ODETTE user interface. At the top right, there is a 'Log out (Great Gearboxes 1: GG\_Cadmin\_15)' button. Below the header, a green notification bar says 'Home Password changed'. The main content area has a heading 'Welcome to the New MMOG Platform' and a sub-heading 'If you are a new user, please use the help menu and follow the tutorials to get an introduction on how to use the application.' There are three main sections: 'User Info' (with a table of user details), 'No Assessments Available', and 'Recently Added Companies' (with a list of companies). Below that is 'Recently Added Sites' (with a list of sites). The 'User Info' table is circled in yellow.

User Info	
User	Stewart Copeland
Role	Company admin
Company	Great Gearboxes
Account	Great Gearboxes 1

- Colossal Car Company
- Tremendous Trucks Ltd
- Great Gearboxes

- Great Gearboxes - Breme
- GG - MMOG Receiving Office
- Great Gearboxes - Koln
- Great Gearboxes - Stuttgart

If the reset link is not used within 2 hours, an error message will appear because the link has expired

The screenshot shows the ODETTE user interface. At the top right, there is a 'Log in' button. Below the header, there is a heading 'Home » Password Change' and a heading 'Password Change'. Below that, there is a red error message box that says 'Unknown or expired password reset link!'.

In this case, the user has to reset his password at the log in page.



Home

# Welcome to MMOG.np

MMOG.np is the web platform for the management of MMOG/LE Assessments. To set up an account on the platform you will need to obtain a licence from Odette. To order a licence please click on the "Licence not yet ordered" link. If an account has already been set-up for your company, you can access the application using the Login and Password assigned to you by your Company Administrator.

## Company Account Already Registered

[Forgot login](#)

## Company Account Not Yet Registered

Please enter the "Payment Confirmation Code" from the licence order confirmation email received from Odette

Home > [Forgot login](#)

## Forgot login

The user will receive an email with the corresponding login name and a link to reset his password



Home

Login reminder email sent to gfrancois@odette.org

# Welcome to MMOG.np

MMOG.np is the web platform for the management of MMOG/LE Assessments. To set up an account on the platform you will need to obtain a licence from Odette. To order a licence please click on the "Licence not yet ordered" link. If an account has already been set-up for your company, you can access the application using the Login and Password assigned to you by your Company Administrator.

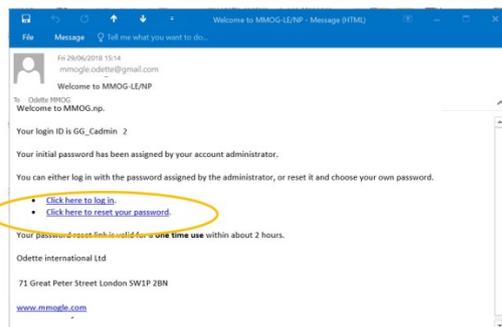
## Company Account Already Registered

[Forgot login](#)

## Company Account Not Yet Registered

Please enter the "Payment Confirmation Code" from the licence order confirmation email received from Odette

Licence



### 6.3. Creating an S-Admin

**Important:**

- *Prior to creating an S-Admin, you must have set up your site(s) (see above).*
- *You must be logged in as C-Admin*

To create a user with an S-Admin role, select Users in the Edit menu.



Click on New user

Home » Users

## Users

User ID, name, e-mail, or site   Select role...

Login ▲	First name	Last name	E-Mail	Site	Role	
GG_Cadmin_1	Paul	McCartney	pm@greatgearboxes.com		C-Admin	
GG_Cadmin_2	Stewart	Copeland	sc@greatgearboxes.com		C-Admin	

Displaying all 2 entries

Enter the S-Admin details, create a password, select Site and Role from the dropdown boxes.

Home » Users » New

## New user

Login: GG\_Breme\_Sadmin\_1  
 Password: .....  
 Password confirmation: .....  
 First name: Pete  
 Last name: Best  
 E-Mail: pb@greatgearboxes.com  
 Telephone: +49 7987 9878  
 Role: S-Admin  
 Site: Great Gearboxes - Breme  
 Active:

Save

Back

By default user status is active.

You have now created an S-Admin.

Home » Users

## Users

User ID, name, e-mail, or site \* S-Admin Search

Login	First name	Last name	E-Mail	Site	Role	
GG_Breme_Sadmin_1	Pete	Best	pb@greatgearboxes.com	Great Gearboxes - Breme	S-Admin	

Displaying 1 entry

New user

The S-Admin will receive an email to manage his log in and to reset his password. See “§6.2 -User management – Login and password reset” to check the process.

You can create as many S-Admin per site as required. You can use the Search boxes to find users with specific roles.

Click on the columns header to sort ascending / descending order ▼ ▲

Login ▼	First name	Last name	E-Mail	Site ▼	Role	
GG_Cadmin_2	Stewart	Copeland	sc@greatgearboxes.com		C-Admin	
GG_Cadmin_4	bob	Marley	bm@greatgearboxes.com		C-Admin	
GG_Cadmin_1	Paul	McCartney	pm@greatgearboxes.com		C-Admin	
GG_Stuttgart_Sadmin_1	Georges	Harrison	gh@greatgearboxes.com	Great Gearboxes - Stuttgart	S-Admin	
GG_Koeln_Sadmin_1	Stuart	Sutcliffe	ss@greatgearboxes.com	Great Gearboxes - Koeln	S-Admin	
GG_Breme_Sadmin_1	Pete	Best	pb@greatgearboxes.com	Great Gearboxes - Breme	S-Admin	

Use the « select role » box to filter on role

Use the the search box to apply filter on User ID, name, e-mail or site

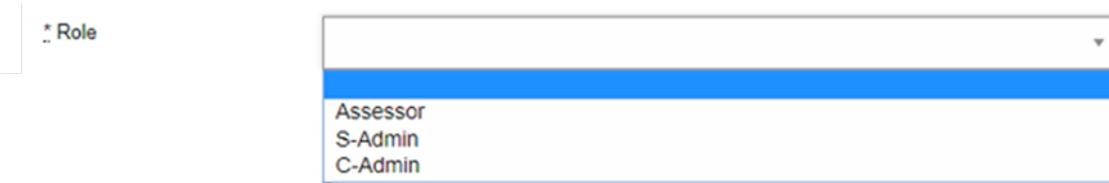
Click on to reset filter

### 6.4. Creating Assessors

**Important:**

- *Prior to creating Assessors, you must set up your site(s) (see above).*
- *If you are logged in as C-Admin, you will be able to create Assessors for all sites.*
- *If you are logged in as S-Admin, you will be able to create Assessors for your site only.*

The process to create an Assessor is the same as the process to create an S-Admin. You just need to ensure that you have selected the correct “Role”.



## 7. SET UP CATALOGUES AND PROFILES

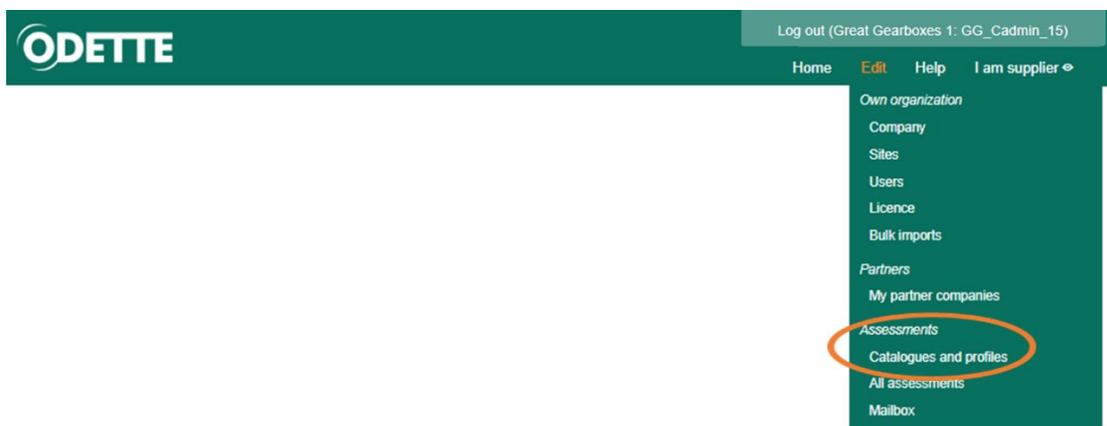
### Important:

- To import Catalogues (and Profiles) you must be logged in as a C-Admin.
- You need to download Catalogues (and Profiles) from the Odette website <https://odette.org/mmog/resources> and extract the XML files for Catalogues (and Profiles) from the zip into one of your computer folders.

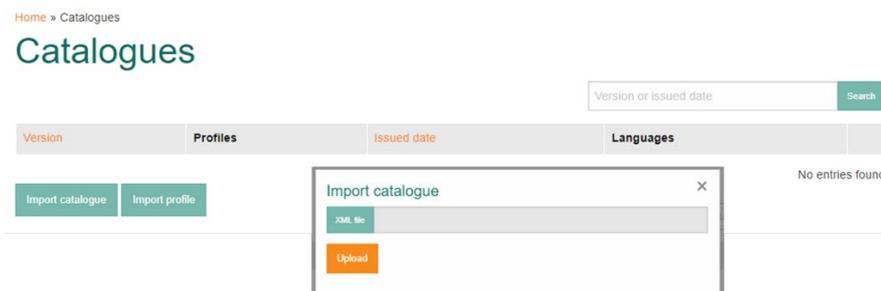
When you import a Catalogue, the default profile for the Catalogue is the FULL profile

### 7.1. Catalogues

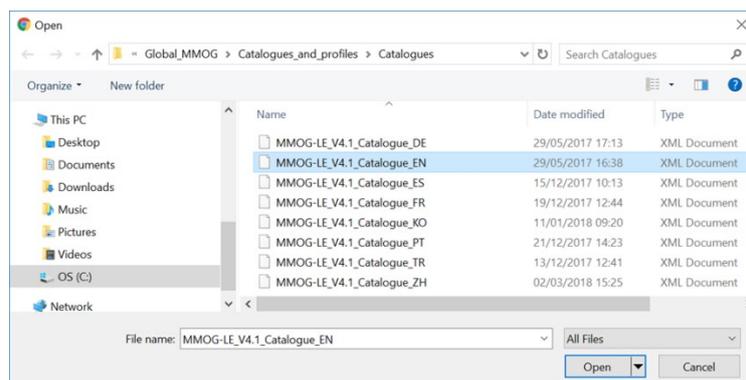
To import catalogues, select “Catalogues and profiles” in the Edit menu.



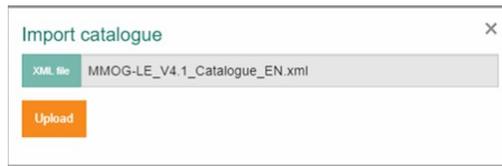
### Import Catalogue



Select the Catalogue file from the appropriate folder on your computer.

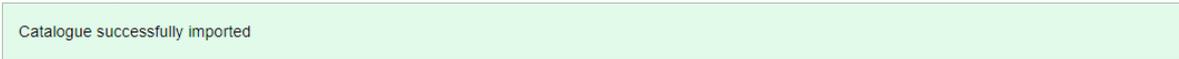


## Upload Catalogue



Catalogue has been successfully imported

[Home](#) » [Catalogues](#)



## Catalogues

Version	Profiles	Issued date	Languages	
MMOG/LE Version 4.1	FULL	2013-10-31	en	■

Displaying 1 entry

For each catalogue, you can upload as many of the available languages as you need.

You can download all the available versions of Global MMOG/LE catalogue according to your licence

All available profiles are displayed if you have imported them

**Languages**  
 De: German  
 En: English  
 Es: Spanish  
 Fr: French  
 It: Italian  
 Ko: Korean  
 Pt: Portuguese  
 Tr: Turkish  
 Zh: Chinese

[Home](#) » [Catalogues](#)

## Catalogues

Version	Profiles	Issued date	Languages	
MMOG/LE Version 5.0	BASIC, FULL	2018-11-30	de, en, es, fr, it, ko, pt, tr, zh	
MMOG/LE Version 4.1	BASIC, FULL	2013-10-31	de, en, es, fr, it, ko, pt, tr, zh	

Displaying all 2 entries

You can open or delete a catalogue

Home » Catalogues » MMOG/LE Version 5.0 » FULL

# MMOG/LE Version 5.0

## 1 STRATEGY AND IMPROVEMENT

### 1.1 Vision and Strategy

#### 1.1.1

Requirement: The organization has a documented Supply Chain Management (SCM) vision and strategy.

Why is this important? A vision Requirement is not about what the company currently is, but what the company aspires to become. The organization's SCM vision and strategy should be a fundamental part of the overall business vision and strategy including a culture of continual improvement. As an example, the company may already meet the required standard in customer support, but has a vision to move customer support to a higher level within a given time period as a continual improvement process step. For the SCM process to be efficient and effective, the SCM vision, including MMOG/LE, should be acknowledged as an important part of the operation and resources allocated accordingly.

##### 1.1.1.1

There is a documented vision which includes an SCM strategy that supports the organization's overall business objectives. The strategy should incorporate customer requirements, continual improvement, and reviewed at planned intervals. The strategy is communicated to and understood by all employees within the organization.

### 1.2 Objectives

#### 1.2.1

Requirement: There is a process in place to define SCM objectives. Objectives should be measurable, communicated, reviewed and understood within the organization.

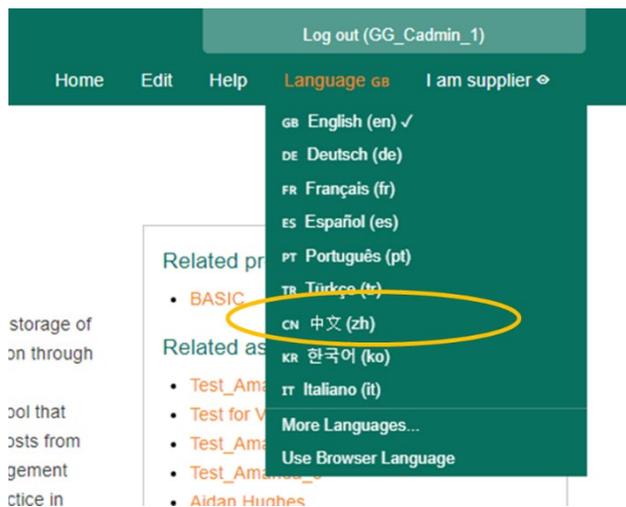
Why is this important? SCM objectives should define the deliverables necessary to achieve the strategy in terms that can be quantified and measured and can provide a focus for departments and

Related profiles

- BASIC

Related assessments

To display catalogues in different languages, select appropriate Language in the “language” menu.



Home » Catalogues » MMOG/LE Version 5.0 » FULL

# MMOG/LE Version 5.0

Related profiles

- BASIC

Related assessments

## 1 战略和改进

### 1.1 愿景和战略

#### 1.1.1

要求: 组织有一个文件化的供应链管理 (SCM) 的愿景和战略。

为什么重要? 愿景要求说的并不是公司现在是怎样, 而是公司将来希望变成怎样。组织的SCM愿景和战略应当是整个业务愿景。

##### 1.1.1.1

有成文的愿景, 愿景中包括支持组织的总体业务目标的SCM战略。战略中应包括客户要求、持续改进, 并按计划的周期进行审查。

##### 1.1.1.2

愿景和SCM战略在组织内部向所有员工传达并得到员工的理解。

## 1.2 目标

### 1.2.1

要求: 有一个流程能够定义 SCM 的目标。目标应当是在组织内部可以考核, 沟通并被理解的。

为什么重要? SCM 的目标应当规定一些必要的可达成的目标以帮助战略能够量化和考核, 为部门和员工提供改进活动的优先重点。关键的目标可能包括客户满意度、消除浪费、内部和外部的供应链绩效。

#### 1.2.1.1

所有目标都是文件化的、有针对性的、可考核的、可以达成的、现实的、及时的目标, 并与组织的 SCM 战略一致。

#### 1.2.1.2

## 7.2. Profiles

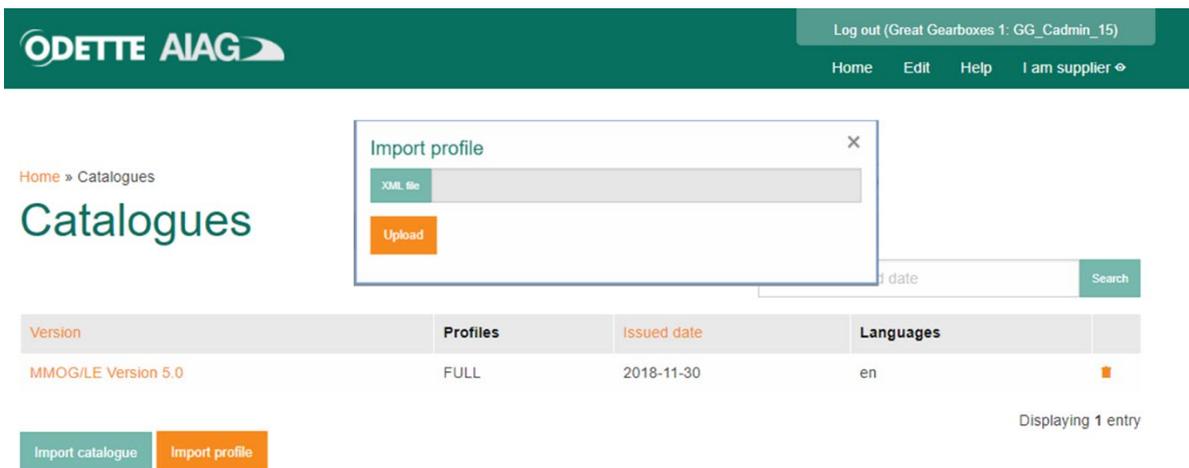
### Important:

- Catalogue default profile is "FULL"

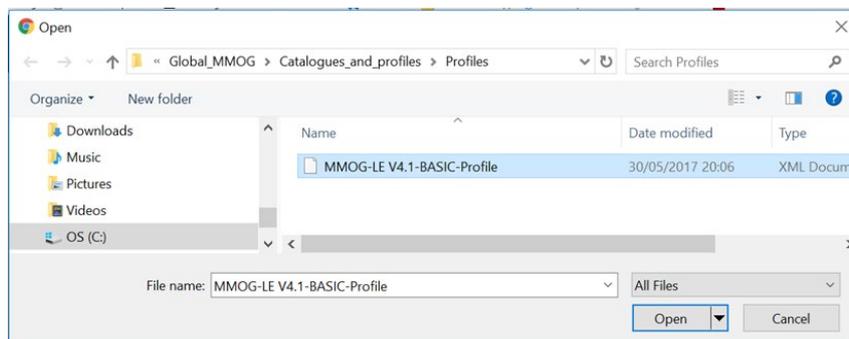
To import alternative profiles, select "Catalogues and Profiles" in the Edit menu.



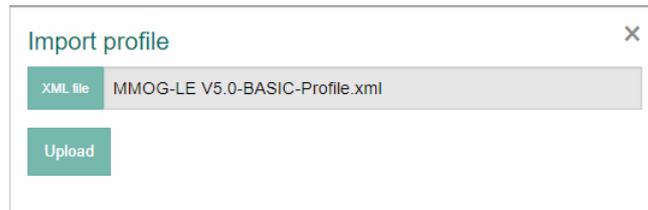
### Import Profile



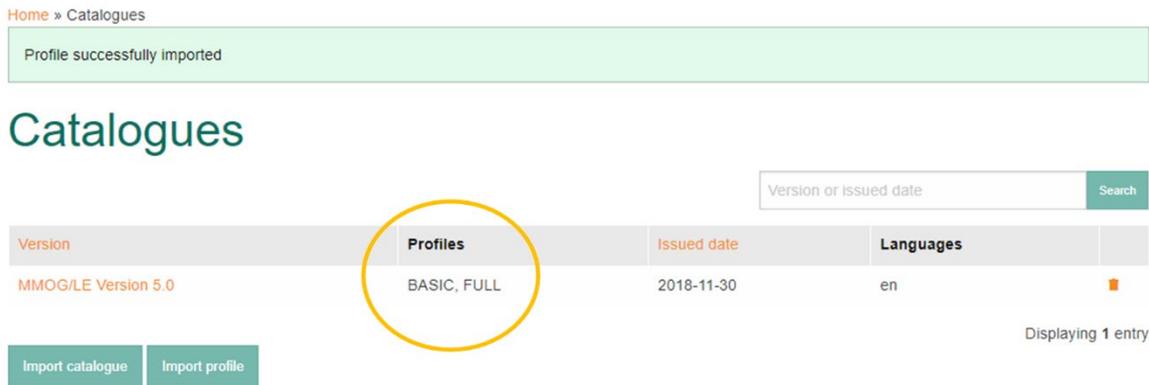
Select the Profile file from the appropriate folder on your computer



Upload selected Profile for each version.



Profile has been successfully imported.



When you open the Catalogue, you can now see the alternative Profile

